

Reclassification Actions

A **reclassification** is an authorized classification action to change an employee's classification or grade based on the gradual growth and accretion of higher level duties.

There are two types of reclassifications:

1) Pre-Approved/Preauthorized Reclassifications

Many classification series are pre-approved/pre-authorized at the entry or beginning level through the intermediate, experienced level and sometimes up to the senior/lead worker level. Employees in a pre-approved/preauthorized series may be reclassified to the next level when they meet the education, experience, and other necessary special requirements, and their job performance at the higher level is satisfactory.

A preauthorized reclassification will be delayed if the employee has been on an unpaid absence during the qualifying period. Additionally, a reclassification may be delayed if an employee has been on an extended paid absence of more than two consecutive pay periods during the qualifying period.

Positions such as GOA 5, 6, E7 and Departmental Analyst 9, 10, P11 are pre-approved/preauthorized and do not require Civil Service review and approval.

The following process is currently used for pre-approved reclassifications:

- The HR Specialist receives and reviews a report of employees eligible for reclassification and notifies the Bureau Liaison.
- The Bureau Liaison submits a requisition to begin the process of notifying the appropriate areas of the Department (OHR, Finance, and Director's Office) of the proposed reclassification.
- The HR Specialist submits the information to Civil Service who processes the reclassification request.
- The employee and manager are notified via email when the reclassification has been processed; the notification includes the employee's new pay rate.

2) Non- Preauthorized Lead Worker, Advanced/Senior Level or Recognized Resource Positions

A Senior Level Position is one that performs the most advanced level duties and meets the Senior Allocating Standards. A Civil Service definition of a senior level position can be found here: [Glossary of Classification & Selection Terminology](#)

Designation as a senior level position (such as Departmental Technician 10, Departmental Analyst 12, Financial Analyst 12, Occupational Safety Advisor 12) requires Civil Service approval; senior level positions fall into three categories:

- a. Lead Worker – A [position description](#) is developed by the bureau to show that the incumbent in the position is performing lead worker type duties i.e. have responsibility to assign, coordinate, review, oversee the work of and train other classified employees allocated at the experienced and lower levels in the

classification series. The bureau begins the requisition process to reclassify the position.

- b. Advanced/Senior Level - Senior Standards are developed by the bureau that designate 3-4 (or more) job functions that are recognized as the most complex, sensitive and difficult for a classification and are distinguishable from the experienced level. The Senior Standards are sent to OHR who then submits them to Civil Service for review and approval. Following approval of the senior standards, the bureau can begin the requisition process to reclassify the position.
- c. Recognized Resource - is defined as a position designated as an expert in a substantial departmental program. The resource person must be a subject-matter expert, providing interpretation or explanation of various policies, procedures, rules, work methods, services, etc., at a level of difficulty and complexity above and beyond that which could be provided by an experienced-level worker. Positions designated as a recognized resource are also responsible for resolving complex problems in the work area by analyzing the issue(s), identifying the means with which to eliminate or minimize the problem, implementing the solution, and ensuring that others are aware of appropriate methods to be used to prevent future problems and obtain the desired results. Positions designated as recognized resource are unique within a geographic area or identified entity within a department.

The following process is currently used for non-preauthorized reclassifications:

- The bureau completes a [position description](#) outlining the duties and responsibilities of the position.
- If the reclassification is requested under category b above (Advanced/Senior Level), the bureau prepares and submits the senior standards to OHR. OHR will notify the bureau liaison when the senior standards have been approved by Civil Service. (The liaison should not proceed to the next step until approval has been received.)
- The Bureau Liaison submits a requisition to start the process of notifying the appropriate areas of the Department (OHR, Finance, and Director's Office) of the proposed reclassification.
- Once the requisition has been approved by all parties, the HR Specialist submits the information to Civil Service for determination regarding appropriateness of the reclassification request.
- If approved, Civil Service processes the reclassification.
- The employee and manager are notified in an email when the reclassification has been processed and the employee's new pay rate.

Contact the LARA/OHR office if you need further assistance or information.